

## **MEMORANDUM**

TO:

Alabama Board of Architects  
770 Washington Avenue, #150  
Montgomery, AL 36130-4450  
Fax: (334) 242-4531

Building Official

City/County of \_\_\_\_\_

FROM (ARCHITECT'S NAME): \_\_\_\_\_

ALABAMA LICENSE NUMBER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT STREET ADDRESS: \_\_\_\_\_

PROJECT CITY/STATE/ZIP: \_\_\_\_\_

PROJECT OWNER: \_\_\_\_\_

OWNER'S STREET ADDRESS \_\_\_\_\_

OWNER'S CITY/STATE/ZIP: \_\_\_\_\_

In accordance with Code of Professional Conduct Paragraph 3.7, this will serve as notice that I will not be providing construction administration services on the above-referenced project located in the State of Alabama, for which I am architect of record.

Please mark the appropriate response below:

( ) \_\_\_\_\_ will be providing construction administration services on this project.

( ) I will not be providing construction administration services as of this date:  
\_\_\_\_\_.

( ) No one will be providing construction administration services on this project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date